



Tony Evers, Governor
Dan Hereth, Secretary Designee

December 12, 2023

Matt Giese, Administrator
Village of Cottage Grove
221 East Cottage Grove Road
Cottage Grove, WI 53527
mgiese@villageofcottagegrove.gov

VIA EMAIL

Re: Village of Cottage Grove Jurisdiction for Uniform Dwelling Code (UDC) and Camping Units Permitting and Inspecting

Dear Matt Giese,

The Department has reviewed your most recent ordinance and I am pleased to inform you that your municipality has met all the requirements under the provisions of Wisconsin Administrative Code §§ SPS 320.06(1) and SPS 327.06(1) to exercise jurisdiction over construction and inspection of new one- and two-family dwellings and camping units.

Pursuant to Wis. Stat. §§ 101.65(1) (a) and (2m), § 101.651(2m), and § 101.63(1), the Department delegates your municipality the primary responsibility to perform permitting and inspecting for all installations under Wis. Admin. Code §§ SPS 320.08(1) and SPS 327.09(1) to be constructed within the limits of your municipality.

As a condition of the delegation, you are required to comply with the following:

- Provide the Department with a certified copy of all adopted ordinances and subsequent amendments within 30 days of adoption by the municipality, and
- Maintain an approved method of enforcement as identified in Wis. Admin. Code § 320.06(1)(b).
- File a copy of each Uniform Dwelling Code permit to the Department, in accordance with Wis. Stat. § 101.65(4).

Please note the following items to be addressed in your ordinance:

- § 130-2 adopts COMM chapters of the Wis. Admin. Code. COMM chapters no longer exist within the Wis. Admin. Code.
- § 130-6, H, specifies when a permit lapses. A permit under the UDC shall expire 24 months after issuance if the dwelling exterior has not been completed, in accordance [Wis. Admin. Code § SPS 320.09\(9\)\(a\)5](#).
- §§ 130-11 through 130-26 specify technical construction requirements. It is recommended you confirm these requirements do not conflict with the requirements of Wis. Admin. Code § SPS 320-325.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 320.06(1)(c)3 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

The Department understands that General Engineering Company is the primary code enforcement contact for your municipality and that they have the proper certification to do so.

Our UDC consultant for your area, Lenny Kanter, at (608) 261-6541, is available to assist in any questions or concerns your municipality may have with UDC or camping unit permitting and inspecting services.

The Division of Industry Services looks forward to working with you.

Sincerely,

Garry D. Krause, Bureau Director, Technical Services Bureau

cc: General Engineering Company